

Weekly Report for Week ending 15 Oct 1958  
from  
RECORDS DISPOSITION BRANCH

1. Contributions

Assistance to ARO/OP [REDACTED]

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Reviewed RM program in OP and status of Subject-Numeric Filing installations. Mr. [REDACTED] has prepared an excellent ARO/OP Operations Manual" for his successor, Mrs. [REDACTED]. Arranged to obtain 2 of these manuals for RMS use as training aids.

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OCR/IR Mock-Up [REDACTED]

New filing equipment capable of housing 3774 linear feet of records was installed and is in use in the three secured area. Total cost of the equipment including installation was \$14,819. Filing equipment returned to stock has a replacement value of over \$95,000 and consists of:

- 80 - 4 dr legal safes
- 120 - 5 dr card safes
- 1647 - 5 x 8 card trays
- 21 - 3 x 5 card trays
- 58 - book case sections
- 1 - 4 dr filing cabinet

In addition, 12 - 4 dr safes were exchanged for 14 - 2 dr safes from ORR. Square footage (space required for equipment only) was reduced from 1092 to 504 or more than 50%. All personnel concerned appear to have accepted the installation very enthusiastically and are particularly gratified by the fact that their unit was selected for the test.

Individual cubicals have been erected adjacent to the secured areas where new desks, chairs, and office furniture in pastel colors will be used. This furniture has been received, some of which is in use. Mr. [REDACTED] was approached concerning our obtaining photographs of the completed installation and suggested that he thought that color shots would be appropriate and would personally clear the way when we are ready. Project complete with respect to our participation, but follow-ups and assistance has been offered until the entire project is finished.

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2. Assignments

A. Shelf Filing

Records Management Survey/Office of Personnel [REDACTED]

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Partial shipment of shelving has been made to the Office and will be installed tomorrow, 16 October 1958.

Records Disposition Program- OCR - [REDACTED] 25X1A9a

25X1A9a Together with Mr. [REDACTED] participated in training of ARO and Assist. ARO and in reviewing the work program to date. As a result of the clean up campaign at the Records Center, OCR has authorized destruction of 993 cu. ft. of retired records. Revision of the OCR schedules has progressed to the Graphics Register.

3. Vital Materials [REDACTED] 25X1A9a

Modification of the microfilm camera to be used on the filming of the OCR/GR Master Photo Collection has been completed and the camera has been delivered to Building 14. As soon as the film is received microphotographers will commence filming.

25X1A9a Mr. [REDACTED] Management Staff, will follow through on determining the type of microfilm copy to be deposited by OCR/Machine Division. Mr. 25X1A9a [REDACTED] feels that it will be impossible for us to obtain readable printed (3 M machine) from the positive reelfilm now on deposit. It appears that the negative reel may be deposited in the future.

25X1A9a Miss [REDACTED], ARO for Office of the Comptroller has advised us that her office is depositing all financial records in support of NSC Personnel; Payrolls, leave and Retirement.

25X1A9a Mr. [REDACTED] are currently checking on the personnel type records needed by NSC. It appears that at the present time only the NSC Service Record Cards (SF-7) are being deposited. They hope to expand this to include additional coverage.

25X1A9a Dr. [REDACTED] of OSI Applied Science Division accompanied last weeks trip to the Repository. Mr. [REDACTED] OCI, 25X1A9a Nuclear Energy Division also accompanied this trip.

Arrangements have been completed with OSI/Collection Staff to have them assume responsibility for the depositing of the Interagency Priorities Committee Target List. The addition of this to the present OSI Vital Material Deposit Schedule will correct a deficiency that was noted in this year's [REDACTED] 25X1A2g

4. News

25X1A9a Miss [REDACTED] is attending those portions of the ORR Intelligence Research Course which relate to filing problems and filing systems used by analysts.

A follow-up was made on the Liaison Contact Record we prepared for Legislative Counsel. The card made it possible for them to prepare for the first time a report required by the DCI on the nature of contacts with the Congress. The card was not satisfactory. However, from the fact that as phone calls were received the information was typed rather than hand written or checked on the card. In addition, personnel receiving the calls did not always prepare a card but instead gave the information to one individual for typing on the cards [REDACTED]. 25X1A9a

b. Records Systems

Security Staff, New Building [REDACTED] 25X1A9a

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Met with [REDACTED] and presented the procedural and pictorial layout plan for the Security Staff building.

Visited the site and checked the progress of alterations in the temporary building selected to house the Security Staff. Minor changes have been made in original plans and alterations are approximately 50% complete. Checked with several camera shops and located suitable dryer for film to be used in photographing employees.

A partial shipment of temporary badges were received this week but, this shipment did not include those coded temporary, or permanent. Until we receive the balance of this order we cannot utilize the services of the Personnel Pool to assemble the kits.

Installation of Subject-Numeric Files in OP [REDACTED] 25X1A9a

Twelve installed; three in process as follows:

- a. Mobilization Staff (75%). Completed transfer of most of material; continued screening of older material for disposition and training of secretaries.
- b. IAS Pool (90%). Continued disposition, screening, and training of secretaries.
- c. Employee Relations Branch (25%). Suspended temporarily due UGF Drive and need to complete above installations.

Office of Personnel/Contract Personnel Division/Card Index [REDACTED]

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No change from previous report. However, conversations with the ARO indicates that our proposal will be accepted.

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Office of Communications/[REDACTED] 25X1A9a

No change from previous report.

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[REDACTED]  
No change from previous report.

c. Records Schedules

Medical Office [REDACTED] 25X1A9a

Audit of the records maintained for the Chief, Medical Office, has been postponed for a few days due to staff meetings and workload of the secretary.